

### *WATER SYSTEM OPERATOR TRAINING AND CERTIFICATION NEWS*

**CERTIFICATION OF OPERATORS.** New State regulations on the certification of water system distribution system operators are coming. Certification will require taking and satisfactorily passing a written examination administered by the Board of Certification.



**OPERATOR TRAINING FOR CERTIFICATION.** Beginning early in the year 2000, the Safe Drinking Water Branch will be offering a 40-hour water distribution system operator training course to assist operators to attain certification. There will be 36 hours of instruction and 4 hours allotted for a certification examination. The certification board overseeing water system operator certification has agreed that existing water distribution system operators with the necessary experience, who complete the entire training and satisfactorily pass the written examination, will be granted certification when the State regulations become effective. Please note that once the new State regulations become effective, there will be other opportunities to take the certification exam.

Although the 36 hours of instruction will be offered free of charge, there will likely be an examination fee of approximately \$20 to cover the charges imposed by the Association of Boards of Certification (ABC), for producing and correcting the exams.

**WATER SYSTEM PURVEYOR ASSISTANCE.** We especially need help from water system purveyors to authorize their employees who need certification to attend the operator training course and take the certification examination on company time. We understand that the employee's time is valuable, and being away for 40 hours is a significant impact. Please consider that certification is not an operator's option, but is required under Federal law. The course will be taught by water system professionals.

Watch for our future article in "The Water Spot" announcing the dates, locations and times for the operator training.

### *WATER SYSTEM UTILITY MANAGEMENT WORKSHOPS*

During the month of October, Glenn Johansen and Leonard Ainsworth of the Rural Community Assistance Corporation (RCAC) and Earl Ichimura, Pural Water Specialties, Inc., conducted the "Water System Utility Management Workshop" in Hilo, Kona, and Honolulu. The 16-hour workshop is based on the new "Utility Management" field study training program textbook by the widely recognized California State University, Sacramento, Office of Water Programs (Kenneth Kerri). This is a rare chance to take this class and become eligible for a certificate of completion from CSU, Sacramento, rather than struggling through the usual self study format.

This workshop setting is better than the self study approach because of the interaction between the participants. Many of those who have attended the workshops have expressed their appreciation of the sharing of actual work experiences by the instructors and other attendees, and the complement of excellent training videos. These workshops are sponsored by the Department of Health with funding by the U.S. Environmental Protection Agency as part of the initial effort to improve the "capacity" of existing water systems through training and education. Thus, we strongly encourage all interested water system personnel to register with the RCAC and attend one of the three remaining sessions. There are no fees to attend.

The last Water System Utility Management Workshop of 1999 will be held in Pearl City (November 29 & 30). Don't miss out on this great training opportunity! Please look for the special announcement and registration form in this issue of "The Water Spot".

# Water System Utility Management Workshop

SAVE THESE DATE!

LAST CHANCE TO REGISTER — SPACE IS LIMITED!

November 29 - 30, 1999

Oahu — Department of Health Laboratory, Pearl City

Water System owners, managers and supervisors are invited to attend a two-day workshop on Utility Management. Participants will learn the principles involved in managing a water utility and individual knowledge and skills will be enhanced by interactive participation. Upon successful completion of this 16-hour course, participants will receive a certificate of completion.

## Workshop topics will include:

z The Functions of a Manager  
z Safety Programs  
z Employment Policies & Procedures

z Financial Management  
z Staffing

z Operations & Maintenance  
z Public Relations



This event is sponsored by the Hawaii Department of Health with funding from the U.S. Environmental Protection Agency. The workshops are presented by Rural Community Assistance Corporation and Rural Water Specialty.

## For registration information, please contact:

Rural Community Assistance Corporation (RCAC)  
234 Waiānue Ave., Suite 218  
Hilo, HI 96720  
Visit RCAC's web site at [www.rcac.org](http://www.rcac.org)

Phone: 808/934-8987  
Fax: 808/969-7727  
E-mail: [gjohanse@rcac.org](mailto:gjohanse@rcac.org)



## Registration Form for Water System Utility Management Workshop

Please indicate your first and second preferences

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\_\_\_\_ Nov. 29 - 30 Oahu (Pearl City)

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_  
TITLE \_\_\_\_\_ ORGANIZATION/COMPANY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ ISLAND \_\_\_\_\_  
I AM REPRESENTING \_\_\_\_\_ WATER SYSTEM  
WORK PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

There is no fee to attend. Workshop course book and materials will be provided.

Meals are not included.

You will be notified upon acceptance of registration.

**Two-Day Workshop**  
**\*\* No fee to attend \*\***



**WHERE:**                **Kauai War Memorial Convention Hall**  
                             **4191 Hardy Street**  
                             **Lihue, Kauai**

**WHEN:**                **December 14 and 15, 1999**  
                             **7:30 a.m. - 3:30 p.m**

**SPONSORED BY:**   **Rural Community Assistance Corporation and the American Water Works Association, Hawaii Section with funding from Rural Community Assistance Program, Inc. and the United States Environmental Protection Agency.**

**HOSTED BY:**        **Kauai Department of Water**

**Drinking water system operations and maintenance personnel are invited to attend and participate in the workshop on certification topics for water distribution system operators. The workshop will cover material which should be familiar to water distribution system personnel preparing to take the Department of Health certification examination next year.**

**WORKSHOP TOPICS WILL INCLUDE:**

- ! Water Sources/Water Quality/Water Treatment**
- ! Infrastructure/Wells & Pumps**
- ! Leak Detection & Repair**
- ! Cross-connections/Backflow Prevention**
- ! Operator Responsibilities/Safety**
- ! Preventive Maintenance**
- ! Solving Math Problems/Certification Examination Preparation Tips**

Please RSVP via fax (808) 969-7727 or phone (808) 934-8987, ask for Glenn Johansen.

**Name** \_\_\_\_\_

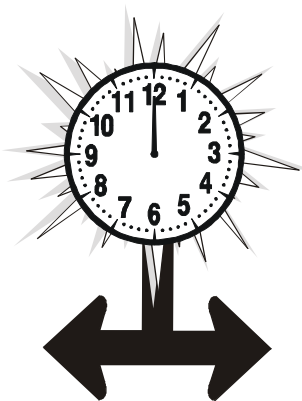
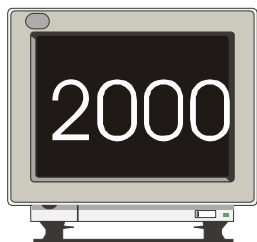
**Affiliation** \_\_\_\_\_

**Phone No./Fax No.** \_\_\_\_\_

## IS YOUR PERSONAL COMPUTER (PC) READY FOR THE YEAR 2000?

Computers have become an indispensable part of our everyday lives, both at work and in our private lives. In less than two months the year 2000 will be here. When computers and the new millennium collide, will you be ready or will your personal computer turn into a pumpkin at the stroke of midnight?

If you haven't already done so, the following test will check your personal computer to see if they are year 2000 ready.



This test requires a bootable DOS floppy diskette. This is a safer method to test the PC's system clock because it leaves the data and programs on the PC's hard drive unaffected. If you boot to your "C" (hard) drive, you might end up loading applications such as Windows or Windows 95 from your startup routine. Using a bootable diskette will ensure the integrity of the data and programs on the PC's hard drive. The test script presented here will check the PC's ability to complete the transition to the year 2000 and recognize it as a leap year. Do not perform the test by changing the system's BIOS setup screen.

**STEP 1:** Create a bootable diskette. Insert a blank floppy diskette into the PC's "A" drive. From a DOS prompt, type `FORMAT A: /S` or from Windows File Manager, click on `DISK/FORMAT` and check `MAKE SYSTEM DISK`.

**STEP 2:** With the bootable diskette created in Step 1 still in your PC's floppy drive, shut down your system (close Windows) and power off your PC. Don't just hit the reset button or warm boot (`CTL-ALT-DEL`).

**STEP 3:** Turn the power on to your PC and allow the PC to boot from the diskette.

**STEP 4:** After booting up, DOS automatically shows the current date. Make sure that the correct date is displayed. Otherwise, you may have to set the correct date on your PC's BIOS.

**STEP 5:** At the "Enter new date (mm-dd-yy):" prompt, type `12-31-1999`.

**STEP 6:** After changing the date, the current time will be displayed. At the "Enter new Time:" prompt, type `23-55-00`.

**STEP 7:** Turn the power off on your PC and wait at least 10 minutes. If you don't, DOS will appear to make the transition correctly to the year 2000. However, once you reboot the PC, it will display the incorrect date if your system's RTC has the flaw described above.

**STEP 8:** Turn the power back on and wait for the boot process to complete.

**STEP 9:** Type in date at the "ready" prompt. If `Sat 01-01-2000` is displayed, your PC's BIOS passed the test.

**STEP 10:** At the "Enter new date (mm-dd-yy):" prompt, type `02-28-2000`. This will test your system's ability to recognize the year 2000 as a leap year.

**STEP 11:** After changing the date, the current time will be displayed. At the "Enter new time:" prompt, type `23-55-00`.

**STEP 12:** Power off your PC again and wait at least 10 minutes.

**STEP 13:** Turn the power on to the PC. Type in date at the "ready" prompt. If `Tue 02-29-2000` is displayed, your PC passes the leap year test.

**STEP 14:** To conclude testing, at the "Enter new date (mm-dd-yy):" prompt, enter the correct (current) date.

**STEP 15:** After changing the date, the current time will be displayed. At the "Enter new time:" prompt, type the correct time.

**STEP 16:** Remove the bootable diskette from the floppy drive and power the PC off.

**SOURCE:** US Small Business Administration

## CONSUMER CONFIDENCE REPORT --- REMINDER

The deadline for Community Water Systems (CWS) to prepare and deliver the first consumer confidence report (CCR) to its customers has now passed. Based on our records and review of draft CCRs it appears that all CWS required to prepare and deliver a CCR to their customer has met the requirements. This is just a reminder to all CWS that, under the Consumer Confidence Report Rule, a copy of their final consumer confidence report needs to be submitted to the Safe Drinking Water Branch. CWS that have not yet submitted a copy should do so as soon as possible.

CWS are also required to prepare a certification stating that they have prepared and delivered the consumer confidence report. This certification must be submitted to the Safe Drinking Water Branch by January 19, 2000. For those who have not yet submitted the certification, a sample form may be found in Appendix D of the "Preparing Your Drinking Water Consumer Confidence Report - Guidance for water suppliers".

If you have any questions or need additional information, please contact the Safe Drinking Water Branch at (808) 586-4258 or call toll-free from the neighbor islands by calling 974-4000, ext. 64258 from Hawaii, 274-3141, ext. 64258 from Kauai, 984-2400, ext. 64258 from Maui, or 1-800-468-4644, ext. 64258 from Molokai or Lanai.

## EPA APPROVES HAWAII'S SOURCE WATER ASSESSMENT PROGRAM PLAN

In May 1999, the U.S. Environmental Protection Agency (USEPA) gave the State of Hawaii a preliminary endorsement of its state Source Water Assessment Program. This preliminary endorsement allowed the State of Hawaii to begin demonstration projects to test the implementation of the source water assessment process. Under the Source Water Assessment Program, the State will delineate sensitive areas around wellheads or surface waters; inventory potential contaminant sources within the delineated areas; analyze susceptibility to those contaminants; and communicate the results to the public. Demonstration projects are currently being conducted for the Kilohana wells on Kauai, Mahinahina Water Treatment Plant on Maui, Schofield Shaft on Oahu, and the Waiulili Spring source on Hawaii.

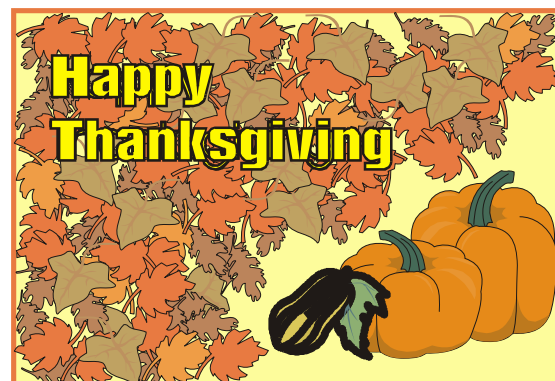
On November 6, 1999, EPA gave its official approval of the Hawaii Source Water Assessment Program. Under 1996 Safe Drinking Water Act Amendment requirements, the State of Hawaii has 24-months to complete its source water assessments with an optional 18-month extension. The approval of the State's program starts the 42-month clock in which assessments must be completed for all drinking water sources in the State.

States may use the data collected to support monitoring waivers to public water systems, meet regulatory requirements such as the Ground Water Rule, and/or to promote the development of programs to manage and protect drinking water quality.

The Hawaii Source Water Assessment Program Plan may be viewed on our website at <http://www.aloha.net/~will/hiswap.html>

### TELEPHONE NUMBERS

	<u>Telephone Number</u>	<u>FAX Number</u>	<u>Toll-free Number to reach Honolulu Office</u>
HONOLULU:	586-4258	586-4370	-----
KAUAI:	241-3323	241-3566	274-3141, ext. 64258
MAUI:	984-8234	984-8222	984-2400, ext. 64258
WEST HAWAII:	322-1507	322-1511	974-4000, ext. 64258
EAST HAWAII:	933-0401	933-0400	974-4000, ext. 64258
MOLOKAI/LANAI:	-----	-----	1-800-468-4644, ext. 64258



*The Water Spot is published by the Safe Drinking Water Branch, Environmental Management Division of the Hawai'i State Department of Health and is distributed to water purveyors, water system operators, staff, consultants, and other interested parties.*

*The Water Spot may also be viewed on the Safe Drinking Water Branch's web site at:  
<http://www.hawaii.gov/health/eh/sdwb>*

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*Please send your suggestions, ideas, questions or comments to:* **THE WATER SPOT NEWSLETTER** **OR** *Fax us at (808) 586-4370, Attn: "**THE WATER SPOT**"*

*Safe Drinking Water Branch*  
*State Department of Health*  
*919 Ala Moana Blvd., Room 308*  
*Honolulu, Hawaii 96814*

**SDWB WEB SITE:**  
*<http://www.hawaii.gov/health/eh/sdwb>*  
**HISWAP WEB SITE:**  
*<http://www.aloha.net/~will/hiswap.html>*

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Governor of Hawaii

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Director of Health

**GARY GILL**  
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Environmental Health

***The Water Spot (November '99)***  
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